



Citywide Legislative Management System (CLMS) Project Update

COUNCIL BRIEFING OCTOBER 27, 2014

Monica Martinez Simmons, City Clerk

Ben Noble, City Budget Director

Darby DuComb, Chief of Staff, Law

Julie Tobin, System Administrator, FAS

Bryon Tokunaga, Director Business Technology Division, FAS

Project Scope

Objective

- Identify and select an automated workflow management system for administration of the citywide legislative process

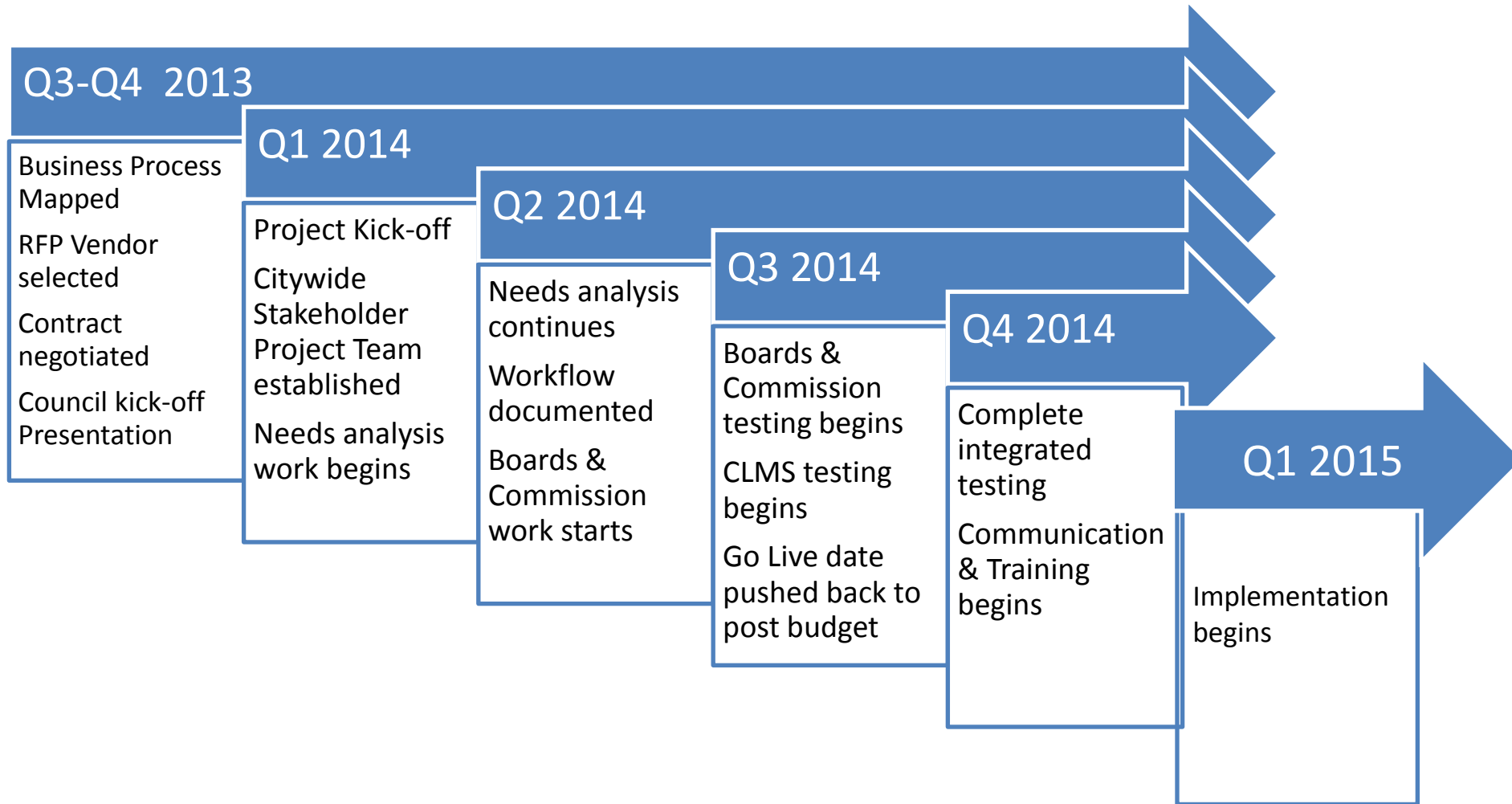
Streamline

- Citywide processes
- Tracking of legislation
- Publication of agendas and proposed legislation

Accessibility

- Expand agenda management resources
- Enhance public access to legislation, supporting documents, and history

Project Overview



Stakeholder Engagement

Oversight Committee

City Clerk

Mayor's Office/
CBO

Law

FAS

Citywide Departmental Team

City Clerk

Central Staff

Mayor's Office/
CBO

Law

FAS

DPD

Parks

SDOT

CLMS Transition Team

City Clerk

FAS

Leg Boards &
Commissions

Leg Ops

Leg IT

Citywide Legislative Management Process

The Challenge:

Reliant on system that does not adequately support legislative process

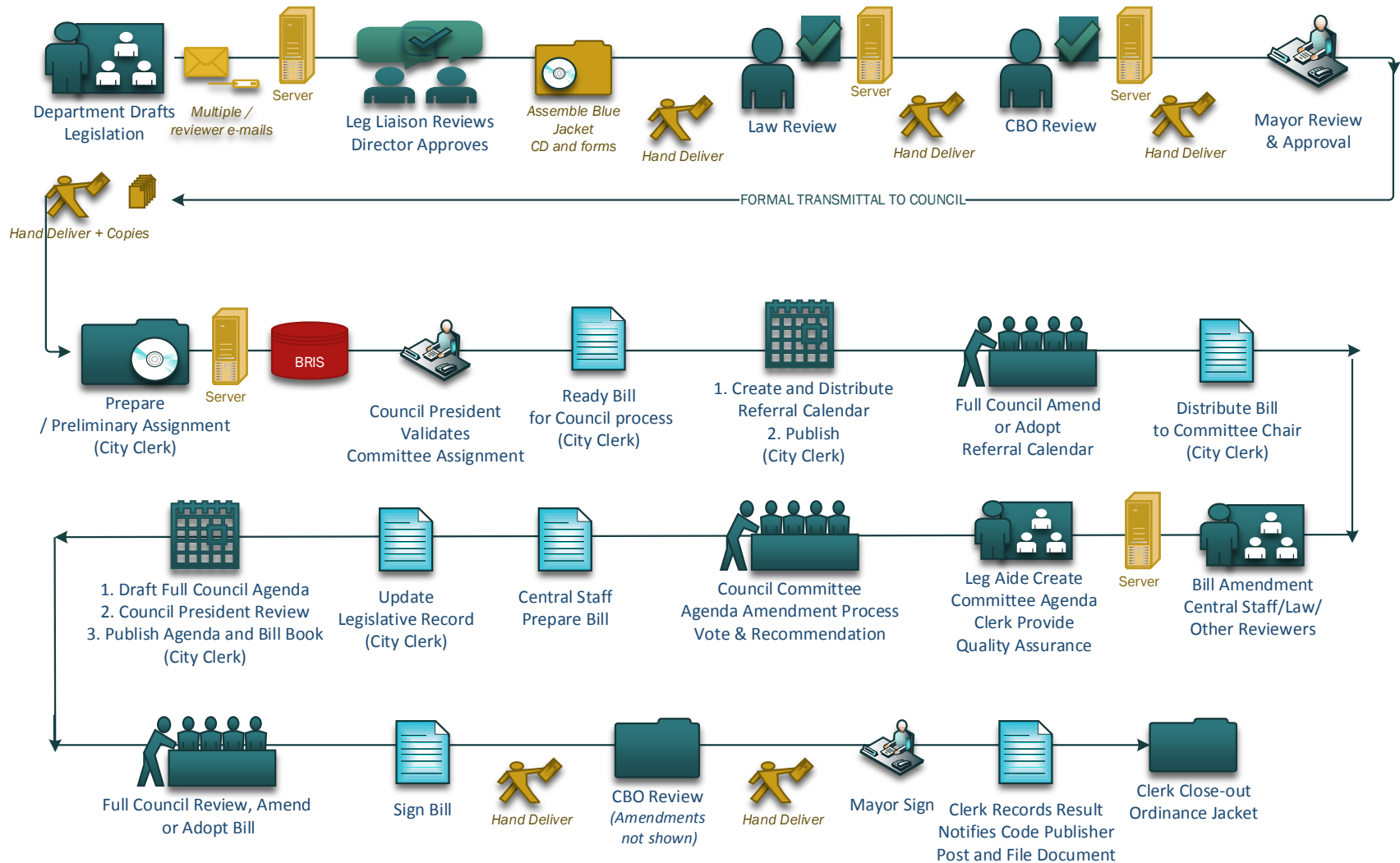
Inability to track legislation real-time

Complex process and system

Limited technical support

Inefficient process for publication of agendas and legislation - BRS

Manual Legislative Workflow



Existing Full Council Agenda Conversion

Y00001d6wrk - Notepad

File Edit Format View Help

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~ 000005038
~ Committee
..COMM:
Full Council
~ Meeting Date
..DATE:
20141013
~ Text
..TX:
<center><b>SEATTLE CITY COUNCIL MEETING AGENDA</center>
<br>MEETING DATE: Monday, October 13, 2014
<br>2:00 p.m.
<br>A. CALL TO ORDER
<br>B. ROLL CALL
<br>C. ADOPTION OF INTRODUCTION AND <a href="http://clerk.seattle.gov/~public/meetingrecords/2014/fullcouncil20141013referral.pdf"> REFERRAL CALENDAR </a> </br>
<br>Introduction and referral to Council committees of Council Bills (C.B.), Resolutions (Res.), and Clerk Files (C.F.) for committee recommendation.
<br>D. APPROVAL OF THE AGENDA</br>
<br>E. PRESENTATIONS</br>
<br>F. APPROVAL OF THE <a href="http://clerk.seattle.gov/~public/meetingrecords/2014/fullcouncil20141013journal.pdf"> JOURNAL </a> </br>
<br>G. PUBLIC COMMENT
<br>H. Members of the public may sign up to address the Council for up to 2 minutes on matters on this agenda; total time allotted to public comment at this meeting is 20 minutes.
<br>I. <a href="http://clerk.seattle.gov/~public/meetingrecords/2014/fullcouncil20141013payroll.pdf"> PAYMENT OF BILLS </a> </br>
<br>J. (These are the only Bills which the City Charter allows to be introduced and passed on the same day.)
<br>K. COMMITTEE REPORTS</br>
<br>L. Discussion and vote on Bills, Resolutions, and Clerk Files.
<br>M. PLANNING, LAND USE, AND SUSTAINABILITY COMMITTEE: </br>
<br>N. <a href="http://clerk.seattle.gov/~scripts/nph-brs.exe?s1=118202&s4=6s2=6s5=6s4=AND&l=20&sect2=THESON&sect3=PLURON&sect5=CBORY&sect6=HITOFF&d=ORDF&p=1&u=%2F-public%2Fcbory.htm&r=1&f=G">
<br>http://clerk.seattle.gov/~public/meetingrecords/2014/fullcouncil20141013_1.pdf ">(PDF Version)</a> <a href="http://clerk.seattle.gov/~public/meetingrecords/2014/fullcouncil20141013_1a.pdf">Amendment
<br>Relating to land use and zoning, amending Sections 23.47A.004, 23.51A.004, 23.84A.020 and 23.84A.046 of the Seattle Municipal Code, to establish a definition for and allow youth service centers
<br>provide development standards for youth
<br>service centers existing as of January 1, 2013 in public facilities operated by King County.
<br>
<br>PASS (O'Brien, Burgess) ABSTAIN (Licata)
<br>J. *ADOPTION OF OTHER RESOLUTIONS
<br>
<br>Text
..TX:
<br>
<br>Text
..TX:
<br>
<br>2. <a href="http://clerk.seattle.gov/~scripts/nph-brs.exe?s1=31550&s2=6s4=6s5=AND&l=20&sect5=RESNY&sect6=HITOFF&d=RESF&p=1&u=%2F-public%2Fresny.htm&r=1&f=G">Res. 31550</a> <a
<br>href="http://clerk.seattle.gov/~public/meetingrecords/2014/fullcouncil20141013_2.pdf">(PDF Version)</a>
<br>
<br>Text
..TX:
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<br>Supporting Washington State Initiative 594 (I-594) and expressing the support of the Mayor and the Seattle City Council requiring a mandatory background check for all firearm sales and transfers in the
<br>State of Washington by closing the loopholes
<br>in the existing state criminal background check system that allows convicted felons, domestic abusers, and the seriously mentally ill to purchase firearms from strangers online and at gun shows with no quest
<br>
<br>INTRODUCED October 13, 2014 (All Nine Councilmembers)
<br>
<br>Text
..TX:
<br>
<br>K. OTHER BUSINESS
<br>L. ADJOURNMENT</br>
<br>Text
..TX:
<br>
<br>Notice of Public Comment related to Resolution No. 31550 </b><br></pre>
As part of this meeting, the Seattle City Council intends to vote on Resolution No. 31550, entitled, "Supporting Washington State Initiative 594 (I-594) and expressing the support of the Mayor and the Seattle City Council requiring a mandatory background check for all firearm sales and transfers in the State of Washington by closing the loopholes in the existing state criminal background check system that allows convicted felons, domestic abusers, firearms from strangers online and at gun shows with no questions asked."
<br>
<br>Ballot title of I-594:<br>
Initiative Measure No. 594 concerns background checks for firearm sales and transfers. This measure would apply currently used criminal and public safety background checks by licensed dealers to all fire and online sales, with specific exceptions. Should this measure be enacted into law? Yes [ ] No [ ] <br>
As provided for under RCW 42.17A.555 and Seattle Municipal Code 2.04.300, the City Council will afford members of the public an opportunity at the October 13, 2014, City Council meeting to express a view on Council Resolution 31550. An equal opportunity will be given to proponents and opponents of the measure. The City Council meeting on October 13 will begin at 2:00 p.m. in the Council Chamber at 600 Fourth Avenue (entrance on Fifth Avenue), 2nd floor.
A sign-up sheet will be available at 1:30 p.m. Speakers will be drawn from the sign-up list in the order in which they sign, alternating between proponents and opponents of the measure, until the time allotted for that not all members of the public who sign up are guaranteed an opportunity to speak.</b><br>
For further information, please contact Emilia M. Sanchez, in the Office of the City Clerk at 206-233-3863. </b><br>
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Citywide Legislative Management Process

The Result: Legistar

Citywide system solution

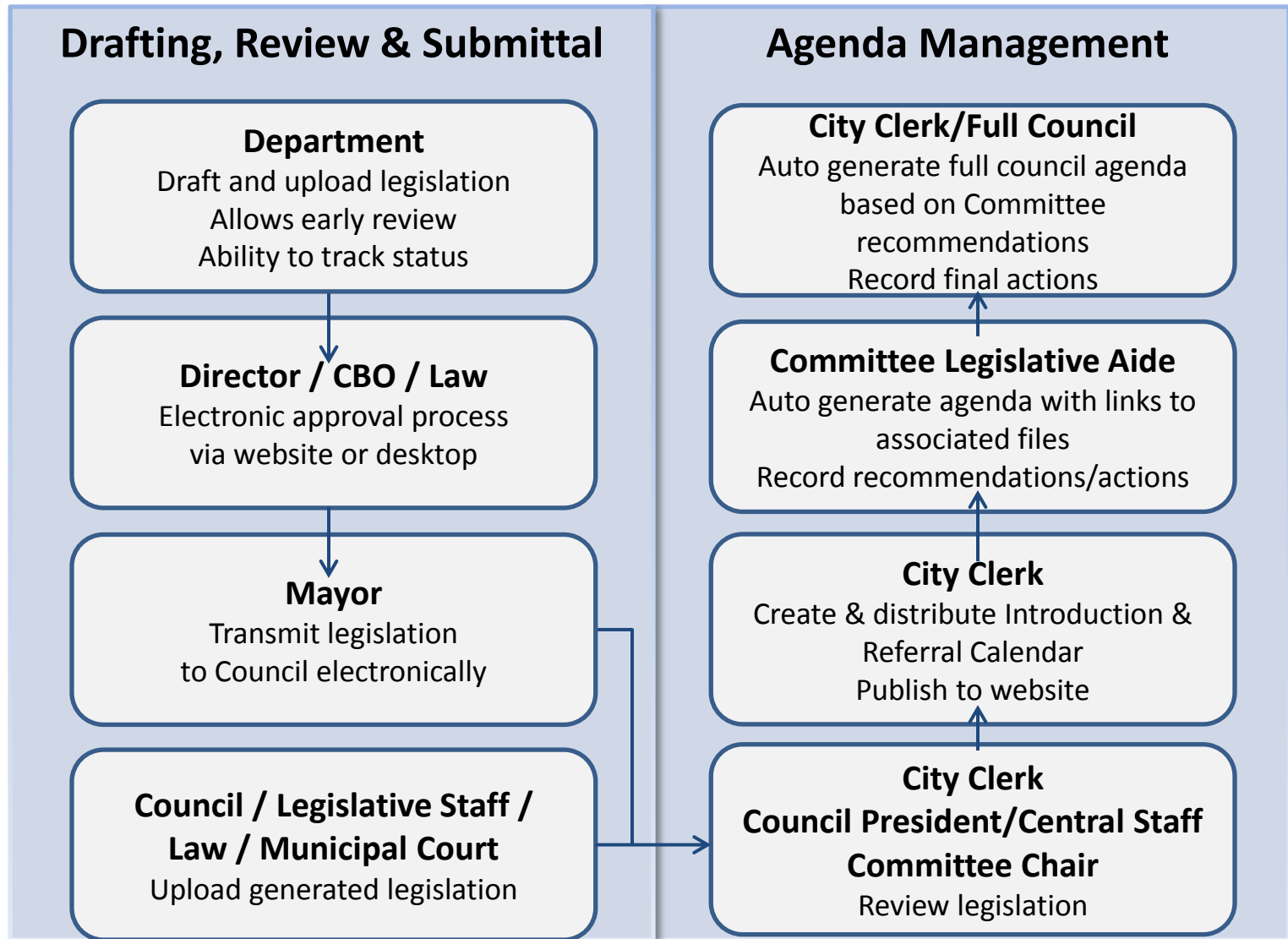
Expanded agenda management control

Real-time access to electronic documents -
Reduce paper/eliminate discs, folders, human error

Enhanced accessibility to legislation,
supporting documents and history

Serves as a platform for future process
improvement by all branches

Citywide Electronic Workflow



Next Steps: Communications

OCT

10/8

Clerk Staff
Overview

10/16

Leg. Asst.
Overview

10/27

Council
Briefing

NOV

11/3 - 7

Leg. Process
Stakeholders

11/3 - 7

Directors /
Leg. Liaisons

11/10 - 14
Law Dept.

11/17 - 28

Public Ext.
Stakeholders

DEC

12/1-12/5

Council Central
Staff
TBD > budget

Next Steps: Training

OCT

**Train-the-Trainer
iLegislate/Admin
Overview**
Leg IT Staff

**Train-the-Trainer
InSite/
File/Approvals**
*Dep. Clerks, CBO,
Leg Ops*

**Train-the-Trainer
Agendas/Minutes**
*Dep. Clerks,
Leg Ops*

NOV

Group Training
Council Staff

Group Training
Council Staff

DEC

1:1 Training
*Individual Council
Offices*

JAN

Refresher Sessions
*Legislative
Department*

Training
Law Department

Preparing for Implementation

- Finalizing:
 - Integrated testing
 - Implementation plan
 - User group protocols
- Implementation:
 - Go Live! Q1
- Partnership agreement:
 - Mayor's Office and City Budget Office
 - City Attorney's Office
 - Finance and Administrative Services